Finding Report

Date:	Auditor/Originator:

Finding:

Suggested Action:

ISO Element and/or associated Facility System Level Procedure:

Received by Facility Management System Representative: Date_____ Initials_____	☐ **Accepted** ☐ **Rejected** **Reason for Rejection:**

Received by C&PA Manager: Date_____   Initials_____

This shaded section to be completed by the C&PA Manager.	**Nonconformity Number:** _____ **CAR Number:** _____ **PAR Number:** _____	**Nonconformity Type:** **Major** **Minor** **Observation**

Received by Assignee: Date_____   Initials_____

Root Cause:

Action Taken:

Objective Evidence:

Completed by Assignee: Date_____   Initials_____

Verified by QMS Management Rep.:   Date_____   Initials_____

Closed by C&PA Manager: Date_____   Initials_____

IV&V Form 1005, Rev. C   Effective Date: 05/13/04

<p align="center">**Instructions for Completing IV&V Facility Finding Report (Form 1005)**</p>

This is the primary form for logging audit findings. This form can also be used as a backup form for logging Corrective and Preventive action requests when Trackwise is not available.

This form supercedes Form 1001 and 1002.

STEP 1. AUDITOR/ORIGINATOR:
Provide the following information:
- Date - date you are completing the form
- Auditor/Originator - your name
- Finding - describe your finding specifically enough that a course of action can be determined
- Suggested Action - a suggested course of action for correcting the finding (this is optional)
- ISO Element and/or associated Facility System Level Procedure - what area of the Quality System is affected by your finding
- Forward to the QMS Management Representative as part of the audit report/directly to the C&PA Manager if this form is being used as a backup to the Trackwise system.

STEP 2. MANAGEMENT REPRESENTATIVE:
Received from auditor/originator; complete the following and forward to C&PA Manager.
- Date & Initial - indicate date received and provide initials
- Forward Audit report to Audit Manager/C&PA Manager for action

STEP 3. C&PA MANAGER:
- Transfer data into the CAR/PAR Trackwise system, using the procedure in IVV 14.
- Close Audit Report, using the Trackwise system as the active tracking system.